



OBTAINING COPIES OF BUILDING PLANS

BUILDING SERVICES



The Town of Danville Building Services maintains a file for each property in Town. These files typically contain copies of any building permits, inspection sheets, correction notices, and the officially approved plans for the building. Whenever possible, Building Services will provide copies of permits and notices when you request them. However, if this is not possible due to workload, you may make a written request for the files you need copied. These requests are typically completed within 24 hours. The cost of such copies is \$1 per page.

Pursuant to state law, copies of the approved building plans may only be made with the written permission of the current owner of the building and the architect and/or engineer who signed the official plans. Depending on the availability of the architect or engineer, this process can take up to 30 days.

If you need copies of building plans and do not already have written permission of the architect or engineer, you must complete the attached affidavit, which will be mailed by the Town to the architect or engineer.

Building Services will inform you once a response is received. The cost of copying plans will be the responsibility of the requestor.